

## RECORD MASTER LIST

This Is the Master List of Quality, Health, Safety and Environmental Management System Records maintained for Co-X. This list will be updated as new documents are revised or an additional one are developed.

No.	Document No.	Title	Revision	Date Introduced	Format	Media	File Location	Retention Period
1	Co-X/QHS/SOP01-R01	Document Master List	00	01.11.2022	List	Hardcopy	QHS	5 years
2	Co-X/QHS/SOP01-R02	Record Master List	00	01.11.2022	List	Hardcopy	QHS	5 years
3	Co-X/QHS/SOP01-R03	Document Change Notice (DCN)	00	01.11.2022	Form	Hardcopy	QHS	5 years
4	Co-X/QHS/SOP02-R01	Change Request Form	00	01.11.2022	Form	Hardcopy	QHS	5 years
5	Co-X/QHS/SOP02-R02	Change Request Register	00	01.11.2022	Register	Hardcopy	QHS	5 years
6	Co-X/QHS/SOP03-R01	Risk Assessment & Planning Register	00	01.11.2022	Register	Hardcopy	QHS	5 years
7	Co-X/QHS/SOP04-R01	Audit Schedule	00	01.11.2022	Schedule	Hardcopy	QHS	5 years
8	Co-X/QHS/SOP04-R02	Internal Audit Checklist	00	01.11.2022	Checklist	Hardcopy	QHS	5 years
9	Co-X/QHS/SOP06-R01	Non-conformance & Corrective Action Request (NCAR) Form	00	01.11.2022	Form	Hardcopy	QHS	5 years
10	Co-X/QHS/SOP06-R02	Non-conformance & Corrective Action Request (NCAR) Register	00	01.11.2022	Register	Hardcopy	QHS	5 years
11	Co-X/QHS/SOP08-R01	Briefing	00	01.11.2022	Form	Hardcopy	QHS	5 years
12	Co-X/QHS/SOP10-R01	Borang Laporan & Penyiataan Kemalangan	00	01.11.2022	Form	Hardcopy	QHS	7 years
13	Co-X/QHS/SOP11-R01	Hazard Identification, Risk Analysis & Determining Control (HIRADC)	00	01.11.2022	Register	Hardcopy	QHS	5 years
14	Co-X/QHS/SOP11-R01	Environmental Aspect & Impact Assessment	00	01.11.2022	Register	Hardcopy	QHS	5 years
15	Co-X/QHS/SOP12-R01	Legal and Other Requirement Register	00	01.11.2022	Register	Hardcopy	QHS	5 years
16	Co-X/QHS/SOP14-R01	In-House Contractor Permit To Work (PTW)	00	01.11.2022	Form	Hardcopy	Respective Dept	5 years
17	Co-X/QHS/SOP14-R02	Event Permit To Work (PTW)	00	01.11.2022	Form	Hardcopy	Respective Dept	5 years

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18	Co-X/QHS/WI01-R01	Confined Space Entry Permit	00	01.11.2022	Form	Hardcopy	Respective Dept	5 years
19	Co-X/QHS/WI02-R01	First Aid Box Checklist	00	01.11.2022	Form	Hardcopy	QHS	5 years
20	Co-X/QHS/WI02-R02	First Aid Box Location	00	01.11.2022	Form	Hardcopy	QHS	5 years
21	Co-X/QHS/WI03-R01	General PPE Inspection Form	00	01.11.2022	Form	Hardcopy	QHS	5 years
22	Co-X/QHS/WI04-R01	Site Safety Inspection (SSI) Checklist	00	01.11.2022	Form	Hardcopy	QHS	5 years
23	Co-X/QHS/WI04-R02	Site Safety Inspection (SSI) Findings Report	00	01.11.2022	Form	Hardcopy	QHS	5 years
24	Co-X/QHS/WI04-R03	Site Safety Inspection (SSI) Findings Corrective Action Form	00	01.11.2022	Form	Hardcopy	QHS	5 years
25	Co-X/HCA/SOP01-R01	Evaluation for Induction Program	00	01.11.2022	Form	Hardcopy	HCA	5 years
26	Co-X/HCA/SOP01-R02	Training Needs Analysis	00	01.11.2022	Form	Hardcopy	HCA	5 years
27	Co-X/HCA/SOP01-R03	Training Schedule	00	01.11.2022	Schedule	Hardcopy	HCA	5 years
28	Co-X/HCA/SOP01-R04	Training Request Form	00	01.11.2022	Form	Hardcopy	HCA	5 years
29	Co-X/HCA/SOP01-R05	Training Attendance Form	00	01.11.2022	Form	Hardcopy	HCA	5 years
30	Co-X/HCA/SOP01-R06	Evaluation for Training Effectiveness	00	01.11.2022	Form	Hardcopy	HCA	5 years
31	Co-X/HCA/SOP02-R01	Job Description	00	01.11.2022	Description	Hardcopy	HCA	Employment Period
32	Co-X/HCA/SOP03-R01	Staff Requisition Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
33	Co-X/HCA/SOP03-R02	Application Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
34	Co-X/HCA/SOP03-R03	Interview Assessment Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period

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35	Co-X/HCA/SOP03-R04	New Recruitment Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
36	Co-X/HCA/SOP03-R05	Recruitment Checklist	00	01.11.2022	Checklist	Hardcopy	HCA	Employment Period
37	Co-X/HCA/SOP04-R01	Salary Deduction Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
38	Co-X/HCA/SOP04-R02	Overtime Approval & Claim Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
39	Co-X/HCA/SOP05-R01	Stationary Request Form	00	01.11.2022	Form	Hardcopy	HCA	5 years
40	Co-X/HCA/SOP06-R01	Company Vehicle Requisition Form	00	01.11.2022	Form	Hardcopy	HCA	5 years
41	Co-X/HCA/SOP06-R02	Company Vehicle Checklist Form	00	01.11.2022	Checklist	Hardcopy	HCA	5 years
42	Co-X/HCA/SOP07-R01	Expenses Claim Form	00	01.11.2022	Form	Hardcopy	HCA	7 years
43	Co-X/HCA/SOP08-R01	Performance Evaluation Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
44	Co-X/HCA/SOP09-R01	Misconduct & Counselling Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
45	Co-X/HCA/SOP10-R01	Leave Application Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
46	Co-X/HCA/SOP10-R02	Replacement Leave Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
47	Co-X/HCA/SOP10-R03	Oversea Travel Form	00	01.11.2022	Form	Hardcopy	HCA	Employment Period
48	Co-X HCA SOP13-R01	Resignation Checklist	00	01.11.2022	Form	Hardcopy	HCA	Employment Period

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No.	Document No.	Title	Revision	Date Introduced	Format	Media	File Location	Retention Period
49	Co-X/AFD/SOP01-R01	Application for Supplier Registration	00	01.11.2022	Form	Hardcopy	AFD	5 years
50	Co-X/AFD/SOP01-R02	Approved Supplier List (Food / Non-Food)	00	01.11.2022	Form	Hardcopy	AFD	5 years
51	Co-X/AFD/SOP01-R03	Supplier Questionnaire	00	01.11.2022	Form	Hardcopy	AFD	5 years
52	Co-X/AFD/SOP01-R04	Supplier Evaluation & Audit Form	00	01.11.2022	Form	Hardcopy	AFD	5 years
53	Co-X/AFD/SOP01-R05	Existing Supplier Evaluation Form	00	01.11.2022	Form	Hardcopy	AFD	5 years
54	Co-X/AFD/SOP03-R01	Petty Cash Form (PCF)	00	01.11.2022	Form	Hardcopy	AFD	7 years
55	Co-X/AFD/SOP04-R01	Advance Payment Request (APR)	00	01.11.2022	Form	Hardcopy	AFD	7 years
56	Co-X/AFD/SOP04-R02	Claim Form (CF)	00	01.11.2022	Form	Hardcopy	AFD	7 years
57	Co-X/SEC/SOP01-R01	Incident Report Form	00	01.11.2022	Form	Hardcopy	SEC	7 years
58	Co-X/SEC/SOP05-R01	Security Gate Pass Form	00	01.11.2022	Form	Hardcopy	SEC	5 years
59	Co-X/FMD/SOP01-R01	Equipment And Machinery Asset List	00	01.11.2022	Form	Hardcopy	FMD	5 years
60	Co-X/FMD/SOP01-R02	System & Equipment Registration / Qualification Form	00	01.11.2022	Form	Hardcopy	FMD	5 years
61	Co-X/FMD/SOP01-R03	Plan Preventive Maintenance (PPM)	00	01.11.2022	Schedule	Hardcopy	FMD	5 years
62	Co-X/FMD/SOP01-R04	Maintenance Request Form (MRF)	00	01.11.2022	Form	Hardcopy	FMD	5 years
63	Co-X/FMD/SOP01-R05(a)	Toilet Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
64	Co-X/FMD/SOP01-R05(b)	Event Hall Accessories Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
65	Co-X/FMD/SOP01-R05(c)	Seats Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
66	Co-X/FMD/SOP01-R05(d)	Operable Wall Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years

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67	Co-X/FMD/SOP01-R05(e)	Plumbing & Sanitary Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
68	Co-X/FMD/SOP01-R05(f)	Glass Panel Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
69	Co-X/FMD/SOP01-R05(g)	Plaster Ceiling Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
70	Co-X/FMD/SOP01-R06(a)	Chiller Water System Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
71	Co-X/FMD/SOP01-R06(b)	Pump System Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
72	Co-X/FMD/SOP01-R06(c)	Fire Fighting System Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
73	Co-X/FMD/SOP01-R06(d)	Kitchen Equipment Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
74	Co-X/FMD/SOP01-R06(e)	Air Handling Unit Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
75	Co-X/FMD/SOP01-R06(f)	Tank and Piping System Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
76	Co-X/FMD/SOP01-R06(g)	Lifting System Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
77	Co-X/FMD/SOP01-R07(a)	Projection System Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
78	Co-X/FMD/SOP01-R07(b)	Video Switcher Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
79	Co-X/FMD/SOP01-R07(c)	Audio System Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
80	Co-X/FMD/SOP01-R08(a)	Standby Diesel Generator Set Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
81	Co-X/FMD/SOP01-R08(b)	LV Capacitor Bank Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
82	Co-X/FMD/SOP01-R08(c)	High Voltage Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
83	Co-X/FMD/SOP01-R08(d)	Low Voltage Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
84	Co-X/FMD/SOP01-R08(e)	Feeder Pillar Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
85	Co-X/FMD/SOP01-R08(f)	Hall Lighting Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
86	Co-X/FMD/SOP01-R08(g)	Electrical Riser Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
87	Co-X/FMD/WI01-R01	Portable Generator Set Permit	00	01.11.2022	Checklist	Hardcopy	FMD	5 years

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88	Co-X/FMD/WI02-R01	Inventory of Scheduled Wastes	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
89	Co-X/FMD/WI04-R01	High Tension Round & Reading Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
90	Co-X/FMD/WI04-R02	Low Voltage & Generator Set Round & Reading Checklist	00	01.11.2022	Checklist	Hardcopy	FMD	5 years
91	Co-X/CDS/SOP05-R01	Loss & Found Report Form	00	01.11.2022	Form	Hardcopy	CDS	5 years
92	Co-X/CDS/SOP05-R02	Unclaimed Lost & Found Items / Property Handover Form	00	01.11.2022	Form	Hardcopy	CDS	5 years
93	Co-X/CDS/WI01-R01	Guided Tour Booking Form	00	01.11.2022	Form	Hardcopy	CDS	5 years
94	Co-X/CDS/WI01-R02	Guided Tour Feedback Form	00	01.11.2022	Form	Hardcopy	CDS	5 years
95	Co-X/CDS/WI03-R01	Tenant Application Form	00	01.11.2022	Form	Hardcopy	CDS	5 years
96	Co-X/CDS/WI04-R01	Mail Parcel Received Form	00	01.11.2022	Form	Hardcopy	CDS	5 years
97	Co-X/ICT/SOP02-R01	Server Performance Maintenance Form	00	01.11.2022	Checklist	Hardcopy	ICT	5 years
98	Co-X/ICT/SOP03-R01	Database Management System & Source Code Backup Checklist	00	01.11.2022	Checklist	Hardcopy	ICT	5 years
99	Co-X/ICT/SOP04-R01	Digital Information, Signage & Advertisement Display Form	00	01.11.2022	Form	Hardcopy	ICT	5 years
100	Co-X/ICT/SOP05-R01	Server Backup (Weekly) Checklist	00	01.11.2022	Checklist	Hardcopy	ICT	5 years
101	Co-X/ICT/SOP05-R02	Server Backup (Quarterly) Checklist	00	01.11.2022	Checklist	Hardcopy	ICT	5 years
102	Co-X/ICT/SOP06-R01	User System Login Creation Form	00	01.11.2022	Form	Hardcopy	ICT	5 years
103	Co-X/ICT/SOP09-R01	ICT Equipment Loan Form	00	01.11.2022	Form	Hardcopy	ICT	5 years
104	Co-X/SMD/SOP01-R01	Enquiry Form	00	01.11.2022	Form	Hardcopy	SMD	5 years
105	Co-X/SMD/SOP04-R01	Service Requisition Form	00	01.11.2022	Form	Hardcopy	SMD	5 years

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106	Co-X/FBO/SOP01-R01	Inter Department Transfer Form	00	01.11.2022	Form	Hardcopy	FBO	5 years
107	Co-X/FBO/SOP01-R02(a)	Internal Market List	00	01.11.2022	Form	Hardcopy	FBO	5 years
108	Co-X/FBO/SOP01-R02(b)	External Market List	00	01.11.2022	Form	Hardcopy	FBO	5 years
109	Co-X/FBO/SOP01-R03	Standard Recipe	00	01.11.2022	Form	Hardcopy	FBO	5 years
110	Co-X/FBO/SOP01-R04	F&B Store Requisition Form	00	01.11.2022	Form	Hardcopy	FBO	5 years
111	Co-X/FBO/SOP01-R05	Linen Requisition Form	00	01.11.2022	Form	Hardcopy	FBO	5 years
112	Co-X/FBO/SOP01-R06	Operating Equipment (OE) Requisition Form	00	01.11.2022	Form	Hardcopy	FBO	5 years
113	Co-X/FBO/SOP05-R01	Basic Checklist Event Order	00	01.11.2022	Form	Hardcopy	FBO	5 years
114	Co-X/FBO/SOP05-R02	Checklist In-House Event	00	01.11.2022	Form	Hardcopy	FBO	5 years
115	Co-X/FBO/SOP06-R01	Breakages and Losses Form	00	01.11.2022	Form	Hardcopy	FBO	5 years
116	Co-X/FBO/SOP08-R01	Booking Enquiry Form	00	01.11.2022	Form	Hardcopy	FBO	5 years
117	Co-X/FBO/SOP09-R01	Catering Site Inspection Checklist	00	01.11.2022	Checklist	Hardcopy	FBO	5 years
118	Co-X/FBO/WI02-R01	Culinary Raw Material Ordering Form	00	01.11.2022	Form	Hardcopy	FBO	5 years